

**APPENDIX 46.1D U.S. EPA QUALITY ASSURANCE REVIEW  
FORM FOR CONTRACT ACTIONS**

**I. General Information**

**a. Vehicle Type:**

- ☐ Solicitation/Sole Source (RFP #: \_\_\_\_\_ )
- ☒ Work Assignment
- (SOW Date 9/9/15 WA #:357-TATA- A882 Contract #: EP-W-05-049 )

**Descriptive Title:** Technical Assistance Anaconda Aluminum Plant Proposed Superfund Site,  
Columbia Falls, MT

**b. Sponsoring Organization** (e.g., Branch, Division, Office, etc.): Montana Office/Superfund

**c. Project Duration** (start [date] to end [date]): Award date through September 26, 2016 or  
issuance of an Administrative Order on Consent, whichever is sooner

**d. Is this a new** ☒ **or continuation of an existing** ☐ **project** (mark one)?

**e. Is this a Modified QARF that supersedes an Original QARF?** ☐ yes or ☒ no

If yes, list the Descriptive Title from the Original QARF and the date signed by the RQAM: \_\_\_\_\_

**II. Scope of Work**

[For example activities, see [www.epa.gov/quality/examples.html](http://www.epa.gov/quality/examples.html).]

- | a. Does the work involve:   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| <ul style="list-style-type: none"><li>• the collection, generation, use, and/or reporting of environmental data? (Environmental data are defined as any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as data bases or the literature.)</li></ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <ul style="list-style-type: none"><li>• design, construction, and/or operation of environmental technologies?</li></ul>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"><li>• development and/or use of models?</li></ul>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"><li>• other activities that need quality assurance or quality control requirements as identified in your organization's Quality Management Plan? <b>If yes, list HERE:</b> _____</li></ul>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

*If all answers are No, skip Section III and complete Section IV*



- b. Estimate of percentage of costs or level-of-effort allocated to quality assurance for the activities identified above:

### III. Quality-Related Requirements

*Where applicable, reference a specific section of the Statement of Work.*

a. **For Solicitations Only** [complete (b) - (f) below, as well]

1. Insert the percentage of technical evaluation points assigned to offeror's quality system documentation, or P/F if the evaluation is pass/fail: \_\_\_\_\_
2. List any quality standards (from your organization's Quality Management Plan) that you will use in lieu of, or in addition to, *Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs (ANSI/ASQC E4)*. These standards are:

Title: \_\_\_\_\_

Numbering: \_\_\_\_\_

Date: \_\_\_\_\_

Requirements (Tailoring): \_\_\_\_\_

b. **QA Documentation Options:** *[For solicitations, complete items 1-4; for all actions other than solicitations, complete items 3-4. All documentation specified under "Other" must be defined in your organization's Quality Management Plan and be consistent with requirements defined in EPA Manual 2105-P-01-0 (formerly 5360 A1). For items checked under #2, there must be adequate information in the SOW for the offeror to develop this documentation.]*

#### **Before Award Documentation**<sup>1</sup>

1. \_\_\_\_\_ Documentation of an organization's Quality System: Either \_\_\_\_\_ QMP developed in accordance with R-2 or \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by contract: Either developed in accordance with \_\_\_\_\_ R-2 and R-5 or \_\_\_\_\_ Other: \_\_\_\_\_
2. \_\_\_\_\_ Programmatic QA Project Plan: Either developed in accordance with: \_\_\_\_\_ R-5 or \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Application of QA and QC activities to the single project covered by contract: Either \_\_\_\_\_ QA Project Plan developed in accordance with R-5 or \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ ☒ Not applicable.

<sup>1</sup>QMP refers to a Quality Management Plan. Programmatic QA Project Plan refers to a QA Project Plan that would



cover multiple projects with similar activities. R-2 refers to *EPA Requirements for Quality Management Plans (QA/R-2)* (EPA/240/B-01/002, 03/20/01) and R-5 refers to *EPA Requirements for Quality Assurance Project Plans (QA/R-5)* (EPA/240/B-01/003, 03/20/01). Copies of these documents are available at [www.epa.gov/quality](http://www.epa.gov/quality).

**After Award Documentation<sup>1</sup>**

3. ☐ Documentation of an organization's Quality System: Either ☐ QMP developed in accordance with R-2 or ☐ Other: \_\_\_\_\_
- ☐ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by the contract: Either developed in accordance with ☐ R-2 and R-5 or ☐ Other: \_\_\_\_\_
- ☒ Not applicable.
4. ☒ Documentation of the application of QA and QC activities to applicable project(s): Either developed in accordance with ☐ R-5; ☐ A supplement to the following Programmatic QA Project Plan: \_\_\_\_\_ and/or ☒ Other: Review of a Potential Responsible Party generated SAP/QAPP and other technical documents (i.e. Remedial Investigation \_\_\_\_\_)
- ☐ Programmatic QA Project Plan with supplements for each specific project:
- ☐ Existing documents of the application of QA and QC activities will be used: Either ☐ Documentation developed pre-award; ☐ Documentation will be identified in individual Statements of Work; or ☐ Documentation identified in Section \_\_\_\_\_ of the Statement of Work.
- c. **Reports:** Are quality reports or reports containing assurance information (for example, status of quality system implementation, review of a quality system, quality control data, etc.) required? [ ] Yes [x] No

**If yes, identify the required reports and the time frame for submission:**

\_\_\_\_\_



- d. **Assessments:** Select all quality assessments that will be performed either pre-award or post-award:

	Pre-Award	Post-Award
On-site evaluation of offeror's/contractor's facility		
Assessment of the offeror's/contractor's Quality System (e.g., quality system audits, management system reviews, etc.)		
Project-specific assessments (e.g., technical systems audits, surveillance, performance evaluations, data quality assessments, peer reviews, readiness reviews)		

For each assessment, specify type, date to perform, and who will perform it (if known):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- e. **Procedures to Update Documentation:** Identify any procedures/requirements for updating EPA approved quality-related documentation:

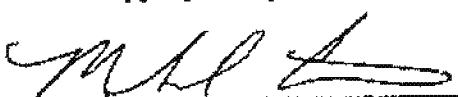
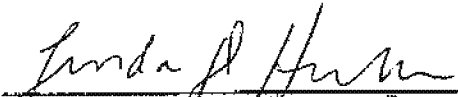
PRP's contractor required to incorporate EPA's comments into a final Sampling and Analysis Plan

- f. **Other Requirements:** Identify any other pertinent quality related requirements (as identified in your organization's Quality Management Plan):

1. **EPA Order, CIO 2105.0, 6.a.(7) Quality System Requirements:**

QAPPs must be approved prior to any data gathering work or use, except under circumstances requiring immediate action to protect human health and the environment or operations conducted under police powers.

- IV. The signatures below verify that the Statement of Work has been reviewed to ascertain if quality assurance or quality control activities are needed and that the appropriate quality requirements have been established.


9-30-2015

10-1-15  
 Contracting Officer's Representative      Date      Quality Assurance Manager      Date





**STATEMENT OF WORK FOR  
Technical Assistance  
Anaconda Aluminum Plant Proposed Superfund Site,  
Columbia Falls, MT  
September 9, 2015**

Contract: **Region 8 Response Action Contract**  
Contract Number/Contractor: **EP-W-05-049**  
Work Assignment Number: **#357-TATA-A882**  
SCOPE: **Anaconda Aluminum Company Technical Assistance**  
Revision Number: **Initial**  
EPA Contracting Officer: **Wallace Sermons, CO**  
**sermons.wallace@epa.gov (202/564-2885)**  
EPA Project Officer : **Jodi Powell, PO**  
**powell.jodi@epa.gov (303/312-6715)**  
EPA Technical Contact: **Mike Ciiran, COR**  
**cirian.mike@epa.gov (406/293-6194)**  
  
Period of Performance: **Award to September 26, 2016 or issuance of an Administrative Order on Consent for RI/FS**

## **Introduction**

### **PURPOSE**

The purpose of this statement of work is to request Technical Assistance for the Anaconda Aluminum Smelter Proposed Superfund Site (Site). The EPA would like to acquire a contractor to review technical documents submitted from the potential responsible party (Glenco's) contractor (Roux Associates). The PRP's documents will include but not limited to: the Remedial Investigation Feasibility Study work plans, and Sampling and Analysis plans. Other activities include site visits and Quality Assurance over-site. Site visits are to adequately assist in the review of the documents and not be collecting data.

This Technical Assistance is to support EPA's review of the proposed Remedial Investigation and Feasibility Study work plan and the proposed Phase 1 Site Characterization Sampling and Analysis Plan. This Technical Support is needed to ensure PRP is meeting all requirement for a fully characterized site plan in a technically achievable manner.

This statement of work (SOW) describes the Technical Assistance needs that will be performed by the contractor. Contractor will prepare a work plan with corresponding cost estimate that documents the work described below. The period of performance for this work assignment will be through September 26, 2016. This is a new work assignment.

### **SITE DESCRIPTION**

1. The Site is generally located approximately two miles northeast of Columbia Falls, Flathead County, Montana, in Township 30N, Range 20W, and includes all or a portion of Sections 2, 3, 4, 33, 34 and 35 and may include other sections.

2. Based on current information, the operational area of the Site covers approximately 953 acres. In general, the operational area of the Site lies north of the Flathead River, west of Teakettle Mountain, south of Cedar Creek Reservoir, and east of Cedar Creek.

## **GENERAL REQUIREMENTS**

This is a term-form work assignment that requires the contractor to complete the requested Technical Assistance. Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the Technical Assistance in accordance SOW requirements.

Communicate at least weekly with the remedial project manager (RPM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Documentation pertaining to the contract should be submitted to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the Technical Assistance. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. Acceptance of deliverables including plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

## **TECHNICAL DIRECTION**

Technical Direction is for clarification purposes only and not changing the scope of the tasks outlined in this SOW. Note that a significant change in this SOW requires a modification that must be approved by the contracting officer via work assignment amendment. Per clause H-23 of the RAC 2 Region 8 contract, Technical Direction, the WAM and the Project Officer are authorized to provide technical direction under this work assignment. Technical Direction will be provided in writing within five (5) calendar days after verbal issuance. The contracting officer is the only person with the authorization to make changes to the SOW. Any changes must be approved by the CO in writing via a work assignment amendment. Technical directive is used only to clarify the statement of work.

## **GOVERNMENT PROPERTY**

FAR 45.302-1 requires contractors to furnish all facilities required for performing Government contracts. The Government will reimburse reasonable and allocable costs for contractor's use of their property under this contract. The three primary methods of doing so are through payment of

appropriate depreciation charges, usage charges and reimbursement of rental costs.

EPAAR 1552.245-73 states that the contractor shall not fabricate or acquire, on behalf of the Government, either directly or indirectly, through a subcontract, any item of property without written authorization from the Contracting Officer. Requests for such authorization shall be submitted to the Contracting Officer and shall include a statement that the item is required for contract performance and that the request is based on one of the following conditions:

- 1) meets one of the exceptions outlined in FAR 45.302-1(a)(1-5);
- 2) qualifies under the terms of EPA's class deviation;
- 3) provides the basis for an individual FAR deviation; or
- 4) for material, meets the exceptions at FAR 45.303-1.

The contracting officer will either authorize or reject the request.

## **TRAVEL**

All travel shall be charged in accordance with the regulations set forth under FAR 31.205-46.

## **RECORD KEEPING REQUIREMENTS**

Maintain all technical and financial records for the Technical Assistance in accordance with the contract. At the completion of the work assignment, ensure all deliverables were received by the WAM. Most deliverables can be provided using electronic media.

## **PRIMARY CONTACTS**

The primary contact for this work assignment is Mike Cirian. He can be reached at (406) 293-6194, or via e-mail at [cirian.mike@epa.gov](mailto:cirian.mike@epa.gov). His mailing address is US EPA Region Information Center, 108 East 9<sup>th</sup> Street, Libby, MT 59923.

## **WA COMPLETION DATE AND PROJECT CLOSEOUT**

This work assignment will be completed by September 26, 2016 or issuance of an Administrative Order on Consent for RI/FS. At the completion of the work assignment, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## **Task 1 - PROJECT PLANNING AND SUPPORT**

### **WORK PLAN**

Prepare, submit and finalize a Technical Assistance work plan that includes a detailed description of implementation activities and overall management strategy.

A scoping meeting may be necessary to ensure that the contractor understands and can meet the expectations of the EPA.

Negotiate and preparing a revised work plan if necessary.

#### PROJECT MANAGEMENT

Perform activities required to effectively manage the work assignment, including monitoring costs and progress. Prepare and submit monthly progress reports that document monthly and cumulative cost, performance status, and technical progress. Prepare and submit monthly invoices in accordance with the level of detail as specified in the contract. Participate in meetings and prepare and submit meeting summaries. Review background documents pertinent to the Technical Assistance request.

#### Task 2 – TECHNICAL ASSISTANCE

Technical Assistance will require conveyance of information through Technical Memoranda, emails and meetings with EPA and MDEQ. The contractor is expected to be knowledgeable with RI/FS development, implementation and constructibility for the site characterization. The contractor is also expected to be knowledgeable with typical RI/FS identification of Remedial Action alternatives, work plan rationale, baseline risk assessments, and reporting documentation. This work assignment will be technical support and will not require the contractor to be collecting environmental data.

Anticipate in person three day long meetings with EPA and CFAC personnel and their contractors at the CFAC facility in Columbia Falls, MT in October. This meeting is to perform a walkthrough of the RI/FS work plan and discuss comments to provide guidance for document finalization. This meeting will have a need for travel and lodging. Contractor shall take notes and provide written documentation to the EPA within 5 working days. Following any additional comments to the PRP another two day in person meeting at the Site to be determined at later date. Provide a 4 hour pre meeting prior to each meeting scheduled under this task.

Specific Technical Assistance Tasks include:

- Review and comment on Roux Associates (PRP Contractor) proposed Draft Remedial Investigation and Feasibility Study Work Plan and revisions.
- Review of Phase I Site Characterization Sampling and Analysis Plan submitted by Roux Associate
- Provide QA crosswalk to assure EPA guidance was followed in SAP Development.
- Provide comments and recommendations of these reviews.
- Assist the EPA RPM by participating in on site work plan discussions.
- Provide recommendations to work plans for total site characterization.

#### Task 3 – WORK ASSIGNMENT CLOSEOUT

Perform the necessary activities to close out the work assignment in accordance with contract requirements

The Contracting Officer will notify contractor through a WAF that the activities required for this work assignment are complete. Following notification, the contractor shall provide an estimate of final costs to the Project Officer. Estimate should include the following: amount of funding allocated to the work assignment, approved budget, all costs that have been incurred as of date,

all costs incurred but not invoiced, anticipated costs to close-out work assignment such as copying and other anticipated costs, final total costs of work assignment as projected by contractor. The Project Officer, following review and determination as acceptable, will then forward a work assignment amendment to the Contracting Officer. The Contracting Officer will then, via issuance of a work assignment amendment, notify the contractor to continue with closeout activities.

The contractor shall provide an index of all documents/deliverable relating to the work assignment to the WAM (Project Officer) for a duplication check. Following a review of the index the WAM (PO) will notify the contractor if any items need to be duplicated and forwarded to the WAM. All deliverables are to be sent both hard copy and electronically in the format requested by the WAM (i.e., PDF, Microsoft Word). Contractor is to return any documents back to EPA or other document repositories if applicable. The contractor shall proceed with administrative activities as defined in the contract for file retention, which include file archiving to meet Federal Records Center requirements, distribution and storage.

The contractor shall prepare and submit an accounting of costs and LOE by subtask and compare it to the projected budget, to be provided with the final invoice submission for review by the Project Officer.

Attachment 1 – Summary of Major Submittals for review of the CFAC plant

DELIVERABLE	NO. OF COPIES*	DUE DATE (calendar days)
Technical Assistance Work Plan	Electronic	30 days after initiation of work assignment (WA)
Documents Review and comments	Electronic	To be determined
Work Assignment Close-out	Electronic	September 26, 2016



Date

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Mike Cirian, COR, EPR SR	MC	9/9/15
2. Jodi Powell, PO, EPR-SR	JP	9/9/15
3. Linda Himmelbauer, TMS-Q	LH	10/1/15
4. Lee Hanley, TMS-Q	LH	10/1/15
5. Linda Himmelbaur, TMS-Q	LH	10/1/15
6. Mike Cirian, COR/Jodi Powell, PO		
7.		
8.		
9.		
10.		

<input checked="" type="checkbox"/> Action	<input type="checkbox"/> File	<input checked="" type="checkbox"/> Note and Return
<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> For Clearance	<input type="checkbox"/> Per Conversation
<input type="checkbox"/> As Requested	<input type="checkbox"/> For Correction	<input type="checkbox"/> Prepare Reply
<input checked="" type="checkbox"/> Circulate	<input type="checkbox"/> For Your Information	<input type="checkbox"/> See Me
<input type="checkbox"/> Comment	<input type="checkbox"/> Investigate	<input checked="" type="checkbox"/> Signature
<input type="checkbox"/> Coordination	<input type="checkbox"/> Justify	

## REMARKS

RE: Work Assignment #357-TATA-A882/Anaconda Plant Proposed Superfund Site Region 8 RAC Contract  
EP-W-05-049/CDM Federal Programs

Please review and let Mike Cirian know if you have any questions. (406) 293-6194.

*See 10/1/15 email providing COR signature.*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No. - Bldg.
Mike Cirian	Phone No. (406) 293-6194

OPTIONAL FORM 41 (Rev. 1-94)  
Prescribed by GSA





## Hanley, lee

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**From:** Powell, Jodi  
**Sent:** Thursday, October 01, 2015 1:37 PM  
**To:** Himmelbauer, Linda; Hanley, lee  
**Subject:** Fw: Scanned signature sheet\_093015  
**Attachments:** KMBT35020150930111255.pdf

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From: Cirian, Mike  
Sent: Wednesday, September 30, 2015 11:04 AM  
To: Powell, Jodi  
Subject: FW: Scanned signature sheet\_093015

Hi Jodi,

Here is the scanned copy of the signature per your request. Appreciate you moving this through for us.

Thanks  
Mike

Mike Cirian, PE  
Libby On-site Project Manager  
US EPA  
108 East 9th Street  
Libby, MT 59923  
(406) 293-6194 Office

-----Original Message-----

From: Rodriguez, Linda [mailto:RodriguezLM@cdmsmith.com]  
Sent: Wednesday, September 30, 2015 10:53 AM  
To: Cirian, Mike  
Subject: Scanned signature sheet\_093015

Your message is ready to be sent with the following file or link attachments:

KMBT35020150930111255.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

